



YARMOUTH SCHOOL DEPARTMENT

"Empowering All Students to Create Fulfilling Lives in a Changing World"

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REQUEST FOR QUALIFICATIONS

Space Utilization Study leading to a Strategic Facilities Plan for the Yarmouth School Department

Detailed Copy

The Yarmouth School Department, a 1,600-student public school system in Yarmouth, Maine is seeking responses from qualified firms for a space utilization study leading to a strategic facilities plan, with identified options for potential facilities construction, closure, or reconfiguration.

Scope of Services: The plan will include, but will not be limited to:

- Review of facilities condition and financial profiles
 - Document current conditions
 - Project repairs/replacements over the next 5-10 years
 - Identify potential expansion projects
- Update ten-year enrollment projections
- Review of Educational Programs and Goals
- Develop Options and Recommendations for a Strategic Facilities Plan
- Final Product
 - Written report with all findings and materials used

A. Review of Facilities Conditions, Capacities, and Potential

- Assess the existing condition, capacity, and potential for expansion of all facilities.
- Work with the professional staff at YSD to update current capital improvement plan.
- Identify enrollment trends and make scientific projections of future growth/decline.

Facilities to be Studied

- Yarmouth High School
- Frank H. Harrison Middle School
- Yarmouth Elementary School
- William H. Rowe School

Study each facility by sending a team of architects and engineers to the buildings to document existing conditions, project the longevity of systems, conduct code review and ADA review, meet with appropriate professional staff, collect existing drawings wherever available for copying, review the CIP Plan for each building, and create a report on existing conditions as a baseline.

Create a financial profile of existing facilities by doing the following:

- Create spreadsheets with Operating and Maintenance costs for existing facilities to use as a financial baseline to compare with the financial profile of any options for future renovations, additions, new construction and consolidations considered.
- Catalog all existing annual O&M costs for each facility for the last two years including:
 - All utilities
 - Phone and data
 - Technology
 - Transportation
 - Bond repayment costs for any construction that may result. Project repayment costs annually through the length of the bond (20 years).
 - Annual general repairs and maintenance budgets for each facility
 - Planned capital improvement budgets for each facility
 - Staffing (admin, teachers, staff) – salaries and benefits



- Annual Services – security, snow removal, trash removal, contracts such as those for mechanical systems repair and upkeep, consultants, etc.
- Custodial supplies
- Equipment and furnishings
- Property and Fire insurance
- Revenue for renting facilities
- Draw each school into a CADD plan for use in planning for all district departments.
- Review fuel sources for existing facilities for the potential of “greening” them if possible.
- Determine which facilities should be designed for year round use - what amenities do they need (air conditioning, for example)?
- Determine which facilities should be used in emergencies.
- Determine where various District services are housed. Are they in places better used as educational space? If so, where should they be?

B. Review of Educational Programs

Determine the gap between existing programs and facilities to accommodate them.

Determine the gap between future or desired programs and facilities to accommodate them.

Catalog facilities issues that are impeding teaching and learning.

Catalog the maximum ideal capacity of facilities inventory (ideal capacity for educational program goals vs. the maximum capacity achievable).

Update student population projections for 2016-2017 through 2026-2027.

C. Developing options/recommendations for the Yarmouth School Department Strategic Facilities Plan

Work with the community to set goals clearly and early on to guide all the work that follows.

With the administration, develop and participate in a Public Information Plan to schedule community meetings, School Committee meetings, meetings with community groups, press releases, and effective strategies to gather input and distribute information in an organized way.

Review Educational Programs for each school and create a list of rooms for each school needed to meet educational goals. Catalog the gap between what spaces we have and what we need, as well as whether or not the spaces have the resources necessary to serve educational programs (overall size, adequate power and data, sinks, storage, air quality, climate control, natural light, artificial light, green materials, etc.)

Conduct expansion studies for some or all of the facilities.

Study the educational and financial cost/benefits of a variety of strategies to meet educational goals such as:

- New programs
- New staff
- Renovations
- Additions
- New construction on existing or new sites
- Potential consolidation of school facilities
- Reuse of decommissioned buildings if required
- Site selection if required
- Population projections from 2016-17 through 2026-27
- Grade configurations
- Access to Technology
- Greening the buildings for improved energy efficiency
- Other

If construction is contemplated, review conventional and alternative methods of funding the improvements (e.g. - traditional bonds, applying for State funding, public/private partnerships, grants, federal incentives for green systems, etc.).

Review the current debt load of the Yarmouth School Department.

Develop a district wide phasing plan if all improvements cannot be done at once.

Finalize options for attaining strategic facilities goals, and present those options, with projected costs to the Yarmouth School Committee.

D. Final Products of the Yarmouth School Department Strategic Facilities Plan

Written report with all findings – hard copies and electronic copies, drawings, maps, etc.

Schematic floor plans of potential construction improvements

Budgets for potential construction improvements

O&M spreadsheets documenting existing costs and projected costs for improvements.

Financial profiles and educational narratives on each of the schools.

Strategic Facilities Plan with goals, tasks, dates, and resources required to achieve the Plan.

Confidentiality Statement: All information presented in the RFQ should be considered confidential during the consideration and negotiation of any agreement.

Rejection of Responses: The Yarmouth School Department reserves the right to reject any or all responses in whole or in part, and to waive any formalities or technicalities therein, to reissue this RFQ, to negotiate with any firm, or to reject any response that is determined to be not responsive and/or responsible, should it be in the best interest of the School Department.

Any firm submitting a response hereby certifies that no member of the Yarmouth School Committee, agent, or employee of the Yarmouth School Department has pecuniary interest in the proposal and that the response is made in good faith without fraud, collusion, or connection of any kind with any other firm for the same work.

The successful firm shall be required to indemnify and hold harmless the Yarmouth School Department, its agents, employees, and School Committee from and against all losses, claims, actions, expenses (including reasonable attorney's fees) damages, or other costs of any nature whatsoever which it may suffer or incur in connection with the negligent acts or omissions of the successful submitter, its agents, employees and subcontractors in connection with the carrying out of the successful firm's obligations.

Insurance: Firms shall be required to carry all appropriate insurances. Certificates of insurance must be on file with the Yarmouth School Department before any work begins.

Incurring Cost: The Yarmouth School Department is not liable for any cost incurred prior to the issuance of an agreement, contract or purchase order.

Addendum: Should it become necessary to revise any part of this RFQ, an addendum will be provided to all firms who requested proposals.